

# Adding Barcodes to Vascular Plant Specimens

Obtain barcodes from Research Coordinator



Pull specimens to be barcoded  
from Cabinet B

Sign in to SEINet

Navigate to the Collection Management  
Control Panel and select  
Edit Existing  
Occurrence Records

Home Specimen Search Images Flora Projects Agency Floras Dynamic Floras

Home >> Collection Search Page >> Kathryn Kalmbach Herbarium Details

## Kathryn Kalmbach Herbarium (DBG-KHD)

**Data Editor Control Panel**

- Add New Occurrence Record
- Create New Records Using Image
- Add Skeletal Records
- Edit Existing Occurrence Records
- Add Batch Determinations/Nomenclatural Adjustments
- Print Labels/Annotations
- Batch Georeference Specimens
- Loan Management

Open the digital record  
associated with the specimen  
you are barcoding by searching  
for Collector and Collector  
Number. Date and Scientific  
Name are also useful, in case no  
collector number was recorded

Kathryn Kalmbach Herbarium (DBG-KHD)

Record Search Form

Collector:  Number:  Date:

Catalog Number:  Other Catalog Numbers:

Entered by:  Date entered:  Date modified:

Processing Status:  ☐ With images ☐ Without images

Custom Field 1:

Sort by:

Once the digital record has been  
located, affix the barcode to the  
lower left corner of the specimen

Place the computer cursor in the  
Catalog Number Field on the  
specimen record form and scan  
the barcode

KATHRYN KALMBACH HERBARIUM  
SENIOR BOTANICAL GARDEN

Collector Info

Click Save at the  
bottom of the form

Place the barcoded specimen in  
Cabinet C to be imaged